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Civilian Radioactive Waste Management

DESK INSTRUCTION DI-004

Activity: YMP Scientific Notebooks
Requirement: AP-SIII.1Q Scientific Notebooks (Q)
Process Owner: Jose A. Archuleta

Purpose

The purpose of this Desk Instruction (DI) is to describe the internal SNL process for achieving compliance with the requirements of AP-SIII.1Q Scientific Notebooks.

Goal

To ensure that scientific notebooks are satisfactorily prepared, maintained, reviewed and closed.

Implementation

- PI/Manager determines need for new scientific notebook, ensures that the TWP for this work has been approved, and notifies SNL Scientific Notebook Coordinator.
- PI/Manager ensures that personnel have completed SN training, and if necessary, requests a briefing from the SNL Training Coordinator on AP-SIII.1Q requirements.
- Coordinator opens the SN by assigning a new designator from the Scientific Notebook Register.
- PI completes the Initial Entry and ensures that no work is documented in the SN until a Compliance Review of the Initial Entry has been completed and approved.
- If required, the PI ensures that an interim Technical Review is performed to document an annual requirement as per AP-SIII.1Q or completion of a distinct work activity.
- PI and Manager ensure completion of Final Technical Review and Closure Compliance Review for closure of the notebook or segment.
- Coordinator updates the SNR after closure.

Compliance achieved when: A scientific notebook is closed and the SNR is registered.